<u>MINUTES</u>

INFORMATION TECHNOLOGY PROJECT REVIEW COMMITTEE
VIRGINIA INFORMATION TECHNOLOGY INVESTMENT BOARD
December 8, 2004
Richmond, Virginia

MEMBERS PRESENT: James F. McGuirk, II, Chairman
                                  Chris Caine
                                  Jimmy Hazel
                                  Len Pomata

MEMBERS ABSENT: John C. Lee, IV

OTHERS PRESENT: Lem Stewart, Commonwealth Chief Information Officer
                                  Cheryl Clark, Deputy Chief Information Officer
                                  Jerry Simonoff, VITA Strategic Management Services Director
                                  Dan Ziomek, VITA Associate Director for Project Management
                                  Paul Lubic, VITA Associate Director for Policy, Practice
                                      and Architecture
                                  Mike Sandridge, VITA Project Management Division
                                  (See Attached Attendance Log)

<u>Call to Order</u>

Mr. McGuirk called the Information Technology Project Review Committee meeting to order at 9:39 a.m. Following a roll call, Mr. McGuirk acknowledged that a quorum of the members was present.

<u>Approval of Minutes</u>

Mr. McGuirk called for approval of the July 7, 2004 Committee meeting minutes. He noted that the Committee's October 13 meeting was unofficial due to the lack of a quorum and no actions had been taken. Minutes of that meeting were provided to the members for their information.

MOTION: A motion was made by Mr. Pomata that the minutes of the July 7, 2004, meeting of the IT Project Review Committee be approved as written. Seconded by Mr. Caine, the motion carried unanimously.

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Committee Administration and Staff Support

Mr. Dan Ziomek, Associate Director of the VITA Project Management Division (PMD), provided Committee members with a template for the planned Secretarial briefings for their information. He then reviewed with Committee members a listing of future Committee agenda items.

Mr. Ziomek gave a brief update on the Public-Private Education Facilities and Infrastructure Act (PPEA) process within VITA. He noted that the due diligence phase would begin in January, followed by the submission of detailed proposals from the companies. Evaluations of those proposals will begin at the end of July or beginning of August.

Mr. Pomata suggested that the full Board might want to be brought up-to-date on the process.

STAFF ACTON: Staff will schedule an interim briefing to the IT Investment Board prior to final decisions in the PPEA detailed review phase.

Mr. Ziomek discussed other upcoming agenda items—approval of ITRM policies and standards, enterprise architecture, major IT project development approvals, Secretarial briefings, and the Recommended Technology Investment Projects (RTIP) report.

Mr. Ziomek advised that the next Secretarial briefing would be given at the Committee's January 19 meeting, tentatively scheduled to be held in Northern Virginia. Also, at the January 19 meeting, a workshop will be conducted for Committee members to discuss the RTIP report process. Mr. Pomata asked that in view of the RTIP report timeframe, could the Secretarial briefings be moved up so that Committee members could have a complete picture of IT infrastructure and IT investments across the Commonwealth. Mr. McGuirk suggested the possibility of setting aside a special meeting just for the briefings. Discussion followed.

STAFF ACTION: Staff will pursue moving up timeframe for the Secretarial briefings.

Mr. Ziomek gave a status report on the Independent Verification and Validation (IV&V) process for major IT projects, noting that VITA had contracted with four different companies and that the process was on track. Comments from the agencies will be obtained before forwarding the IV&V reports to the CIO in January.

Enterprise Architecture Update

Mr. McGuirk gave an overview of the Committee's agenda items for the day. He discussed the shifting of the Committee's role, and their new focus to look at Commonwealth IT investments from an enterprise business perspective, not exclusively focused on infrastructure and technical architecture solutions.

Deleted:

Mr. Paul Lubic, Associate Director for Policy, Practice and Architecture, then discussed the development status of the Enterprise Business Architecture (EBA).   Committee members were provided with copies of the Enterprise Business Model that had been developed and the Business Area Report for the Secretary of Public Safety.

Mr. Lubic presented the specific sections planned for the final EBA report, the EB model structure, the business areas, the lines of business (services to citizens), and the development process.   He stated that a straw man had been completed for all 74 Executive branch agencies and that the Public Safety Secretariat had been completed. All agencies were planned for completion by the end of January. He then discussed issues relating to the EBA. The first issue is the need for input on the Commonwealth's business vision/strategy. Mr. Lubic stated that staff had been working with the Governor's Council on Virginia's Future and looking to them for direction in this area. The second issue was another service model being developed by the Department of Planning and Budget (DPB). After discussions with DPB, staff determined that the DPB model did not contain the level of detail needed to make IT investment decisions. Mr. Lubic discussed the long-term objective of linking both models. In the meantime, during the Information Technology Strategic Plan review process, VITA will use information agencies submit using the DPB model, make the linkages for agencies, and then verify the information with agencies.

The Committee discussed the primary differences in the DPB model and the EBA model, and how the "to be" architecture would be developed.

Public Safety Secretariat Briefing

Mr. Barry Green, Deputy Secretary of Public Safety, briefed Committee members on the Public Safety Secretariat. Mr. Green noted that the Secretariat has 11 agencies with the Department of Corrections being the largest.   From these 11 agencies there are approximately 23,000 full-time and part-time employees working at over 590 locations across the State. He stated that there were only seven staff members in the Office of the Secretary of Public Safety.

Mr. Green stated that the core mission of the Secretariat was to protect the public. He discussed the various services to citizens performed in the agencies and the revenue generating functions of some of the agencies.

Mr. Green discussed the top three critical business issues facing the Secretariat and its agencies—(1) costs of recidivism--adult and juvenile prison populations; (2) limited communications systems; and (3) threats to security of the Commonwealth. Discussion followed.

Mr. Green discussed some of the Secretariat's priority technology initiatives—Integrated Criminal Justice Information System (ICJIS); Emergency Operations/Fusion Center; Offender Management System (OMS); and the Statewide Agencies Radio System (STARS).

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Mr. Hazel asked about the level of technology spending within the Public Safety Secretariat. Mr. Green explained he would need to obtain the information from each of the agencies. Discussion followed.

Major IT Projects Status Report

Mr. George Williams, Project Management Division, gave a status report on 34 major information technology projects, noting changes that had been made to the report at the request of Committee members. He explained why some of the projects were reported as yellow (warning status). Discussion followed.

STAFF ACTION: Committee requested that staff add a summary of the reason for a yellow or red status to the Major IT Projects Status Report.

Recommended Technology Investment Projects Report – Preparation for January Workshop

Ms. Constance Scott, Project Management Division, reviewed the Recommended Technology Investment Projects (RTIP) IT investment management process in preparation for the Committee's January RTIP workshop. The workshop is being held to define the desired outcomes for the 2005 RTIP Report. Discussion followed.

Mr. Ziomek discussed the importance of obtaining a statewide IT portfolio tool to improve data quality and address data collection problems.

Project Management Standard

Mr. Caine advised Committee members that in light of the upcoming changes to the RTIP Report process and standards, he would like to discuss needed changes to the current Project Management Standard at a future meeting.

Other Business

No other business was discussed.

Public Comment

There was no public comment

Adjournment

The meeting was adjourned at 12:20 p.m.

ATTENDANCE LOG

Name	Affiliation
George E. Colwell	SOLBOURNE
Dale Matanie	Synigent Technologies
Fred Norman	CVC
C.W. Laugerbaum	Indigetech
Joyce Cymaman	IBM
Rod Willett	North Highland
Nancy LePaje	IBM
David McCell	TEK
Sheryl Chasser	TEK
Deborah Vaughn	VA. Dept. of Social Services
Edward Vincent	VA. Dept. of Social Services
Nicole Pugar	Trebor Group
Brent Kennedy	Synigent Technologies
Ben Lewis	CGI-AMS
Matt Priestas	Auditor of Public Accounts
Blake Bialkowski	Auditor of Public Accounts
Chris Chappell	Auditor of Public Accounts
Debbie Adams	Newtech Solutions
Jason Powell	JLARC
Chris White	Vecter
Greg Lilley	Dept. of Criminal Justice Services
JoJo Martin	Virginia Community College System
Nancy Glynn	APA
Chip Farmer	CapTech
Don Parr	Bearing Point
Michael Woods	Troutman Sanders
C. Stark	EDS
Eric Finkbeiner	McGuire Woods
Roz Witherspoon	VITA/IT Investment Board
Chuck Tyger	VITA
Constance Scott	VITA
Judy Marchand	VITA
Linda Hening	VITA
Tom Bradshaw	VITA
Patty Samuels	VITA
Melissa Mutter	VITA
George Williams	VITA
Debbie Secor	VITA

Linda Smithson   VITA